

<p style="text-align: center;"><b>CITY OF BEAVERTON</b> <b>Assistant City Attorney 3</b></p>
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### **General Summary**

Assist the City Attorney in providing legal advice and representation to the City, Mayor, Council, department heads and staff, related to all City services and functions. Serve as the City Attorney in his or her absence.

### **Key Distinguishing Duties**

Overall responsibility for providing legal counsel to all City services and functions and representing the City Attorney in his or her absence.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Provide legal counsel to Mayor, Council and City operating departments, including department and division heads and their designated support staff. Advise on legal constraints. Draft ordinances, resolutions, departmental policies and procedures to conform City operations to current law.
2. Counsel on the resolution of contested issues, both internal and external, at the staff level. Draft and negotiate the form of contracts, franchises, condemnations, insurance plans and property conveyances. Determine appropriate form and content of intergovernmental agreements for joint projects or programs.
3. Serve as project manager for cross-department projects such as franchise management. Direct City staff to assemble facts relevant to contested cases, property transactions, contracts and policy matters.
4. Represent the City in contested cases from hearing through appeal. Manage all aspects of litigation before agencies and courts assigned by the City Attorney.
5. Review work of other legal staff as assigned by the City Attorney. Assign work to legal support staff.
6. Evaluate performance and program effectiveness for conformance with City ordinances and resolutions, state and federal law, and recommend action for improvement as necessary.
7. Participate in department operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.

8. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
11. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
12. Follow standards as outlined in the Employee Handbook.
13. Attend public meetings as City's or other public body's legal counsel.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Support and respect diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of practices and principles of municipal law.
- ◆ Advanced knowledge of the laws and regulations governing municipalities and municipal activities, such as real estate transactions, land use regulation, labor relations and risk management.
- ◆ Advanced knowledge of civil and criminal legal procedures.
- ◆ Advanced knowledge of legal research techniques.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to municipal law.
- ◆ Advanced knowledge of project management techniques
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.

- ◆ Advanced knowledge of human resources management practices.

### **Skills/Abilities Required**

- ◆ Advanced ability to conduct litigation.
- ◆ Expert skill in conducting legal research, analyzing legal issues and drafting legal documents.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to provide legal advice and conduct negotiations.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make persuasive legal presentations and argument. Ability to develop reports that may include technical information.
- ◆ Advanced ability to use word processing, spreadsheet programs or other application software as required for position.

### **Minimum Qualifications Required for Entry**

Juris Doctor (J.D.) degree from an accredited school of law and 7 years of progressively responsible diverse legal experience including civil litigation, public entity general practice, and practice involving political or public relations issues, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions.

### **Licensing/Special Requirements**

- ◆ Membership in the Oregon State Bar Association.
- ◆ Licensed to appear in Federal Court.
- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; weekly attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

**Classification History**

As of 10/97: Assistant Attorney III

Revised: 1/98

New class specification title 1/98: Assistant City Attorney III

Revised 1/1/09

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date